

**JOINT FORCE HEADQUARTERS WISCONSIN  
WISCONSIN NATIONAL GUARD  
2400 WRIGHT STREET  
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MADISON WISCONSIN 53708-8111**

**AIR NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)  
VACANCY ANNOUNCEMENT (MVA) NUMBER 19-95**

**OPENING DATE:** 22 March 2019

**CLOSING DATE:** 05 April 2019

**UNIT/LOCATION:** 128 OSS, Milwaukee, WI

**POSITION:** In-flight Refueler (3 Positions)

**MILITARY AFSC REQUIREMENTS:** 1A0X1

**MINIMUM SKILL LEVEL REQUIRED:** 7

**AREA OF CONSIDERATION:** Restricted to technicians assigned to 128 ARW

**Must possess advertised AFSC**

**No trainees accepted**

**FILL DATE:** TBD

**SALARY RANGE:** Pay and allowance commensurate with military pay.

**MINIMUM GRADE REQUIRED:** TSgt/E-6

**MAXIMUM GRADE AUTHORIZED:** TSgt/E-6

**MAXIMUM GRADE AVAILABLE:** MSgt/E-7

**MINIMUM QUALIFICATION REQUIREMENTS**

1. Member must be medically qualified IAW AFI 48-123, Medical Examination and Standards. Applicants cannot be subject to any flagging action for medical purposes. ANG members entering on full-time duty must have a current physical examination (within 36 months) prior to entry date. Individuals transferring from title 10 USC (active duty or statutory tour) are not required to have a new physical unless the previous physical is over five years old at the time of entry onto AGR status. Selected individual must have an HIV test completed within 6 months of AGR start date.
2. Members must meet physical fitness standards IAW AFI 36-2905, Air Force Fitness Program.
3. Applicants with family members currently on-board are cautioned to review ANGI 36-101 for assignment restrictions.
4. Personnel must have sufficient retainability to permit completion of tour of duty. Cannot be eligible for or receiving an immediate Federal (Military or Civilian) retirement annuity.
5. **Each application will be screened for all mandatory AFSC entry criteria, if degree requirements are required, please enclose copies of transcripts.**
6. **While there is no minimum time in position required for application, if selected individual has less than 18 months in current position on initial tour or 12 months in position on subsequent tour, final approval is contingent upon TAG waiver.**
7. At a minimum, applicants must be able to obtain and /or maintain a favorable adjudicated personnel security investigation that is commensurate with their currently assigned AFSC. Inability to maintain a favorable background investigation or required security clearance may result in administrative action, including termination from employment.

**CONDITIONS OF EMPLOYMENT**

1. Individuals selected will be ordered to/or continued on full-time military duty under the provisions of Title 32 USC 502(f). Subsequent tours are at the discretion of the State Adjutant General. **Member must remain in initially assigned position for a minimum of twelve months.**
2. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete a Statement of Understanding in accordance with Attachment 2 of ANGI 36-101.
3. Applicants participating in the ANG Incentive Program may be terminated upon entry into full-time National Guard duty. See specific incentive agreement for termination rules.

4. Applicants must not have been separated "for cause" from active duty or a previous AGR tour.
5. Existing ANG Promotion Policies apply.

### BRIEF DESCRIPTION OF DUTIES:

Performs in-flight refueling aircrew duties. Checks forms for equipment status. Performs visual and operational check of air refueling and associated systems and equipment. Performs preflight, through-flight, and post-flight inspections. Accomplishes preflight and post-flight records and reports. Performs in-flight operational check of air refueling systems. Directs receiver aircraft into air refueling position. Operates in-flight air refueling controls and switches to safely affect contact between tanker and receiver aircraft. Monitors control panel for proper operation of equipment during air refueling, and advises receiver pilot of actions required to safely maintain position within the air-refueling envelope. Keeps tanker pilot informed as to progress of air refueling operations. Performs emergency operations and procedures as required for emergency off-load and on-load of fuel. Computes and completes aircraft weight and balance documentation. Visually monitors aircraft clearances (interior and exterior), identifies proximal threats to the aircraft and initiates corrective actions (aircraft scanning). Receives cargo/passenger load briefing and reviews load plan and cargo documentation. Accomplishes load planning of cargo/passenger loads if required. Supervises cargo/passenger loading and off-loading operations. Directs the placement of material handling equipment to accomplish cargo on/off loading operations. Ensures cargo/passengers are placed according to load plans. Determines cargo restraint requirements according to criteria and directs and checks the application of cargo restraint equipment. Checks cargo/passenger loads against manifests. Ensures availability of fleet service equipment and receives and stows in-flight meals. Accomplishes passenger briefings to include the use of emergency equipment, evacuation procedures, and border clearance requirements. Demonstrates the use of passenger emergency oxygen systems and life vests. Supervises passengers in-flight. Performs jumpmaster duties (KC-135 only).

### SPECIALTY QUALIFICATIONS:

**Knowledge.** Knowledge is mandatory of: electrical and mechanical principles applying to aircraft and related systems; flight theory; aircraft electrical, hydraulic, and pneumatic systems applying to in-flight refueling system; navigation fundamentals, including chart reading; normal and emergency operation of aircraft refueling systems; flying directives; weight and balance factors; cargo tie-down techniques; minor in-flight maintenance; using survival equipment and oxygen; communication and aircraft emergency procedures; border agency clearance; dispensing and preserving food aboard aircraft; and using and interpreting diagrams, loading charts, technical publications, and flight manuals.

**Education.** For entry into this specialty, completion of high school with courses in physics and mathematics is desirable.

**Training.** For award of AFSC 1A031, completion of the basic boom operator course is mandatory.

**Experience.** The following are mandatory for award of the AFSC indicated:

- 3.4.1. 1A051. Qualification in and possession of AFSC 1A031. Also, experience performing functions such as: inspecting, operating, and troubleshooting in-flight refueling systems; preparing or verifying load plans; loading and unloading aircraft; and instructing passengers in the use of emergency equipment and procedures.
- 3.4.2. 1A071. Qualification in and possession of AFSC 1A051. Also, experience performing or supervising functions such as: inspecting, operating, and troubleshooting in-flight refueling systems; preparing or verifying load plans; loading and unloading cargo on aircraft; and instructing passengers in the use of emergency equipment and procedures.
- 3.4.3. 1A091. Qualification in and possession of AFSC 1A071. Also, experience in directing functions pertaining to in-flight refueling operator activities.

**Other.** The following qualifications are mandatory as indicated:

- 3.5.1. For entry into this specialty:
  - 3.5.1.1. See attachment 4 for entry requirements.
- 3.5.2. For entry, award, and retention of these AFSCs:
  - 3.5.2.1. Physical qualification for in-flight refueling operation duty according to AFI 48-123, Medical Examinations and Standards, Class III medical standards.
  - 3.5.2.2. Normal depth perception as defined in AFI 48-123.
  - 3.5.2.3. Qualification for aviation service according to AFI 11-402, Aviation and Parachutist Service, Aeronautical Ratings and Aviation Badges.
  - 3.5.2.4. Must maintain eligibility to deploy and mobilize worldwide.
  - 3.5.2.5. Height must not be less than 64 inches or more than 77 inches as defined in AFI 48-123.
- 3.5.1. For award and retention of these AFSCs:
  - 3.5.1.1. Must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security.
  - 3.5.1.2. Specialty requires routine access to Top Secret material or similar environment.
  - 3.5.1.3. Completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, Personnel Security Program Management.

NOTE: Award of the 3-skill level without a completed SSBI is authorized provided an interim Top Secret security clearance has been granted according to AFI 31-501.

## HOW TO APPLY

**All applicants must submit a complete application packet to J1 to be considered for an AGR position. All Applicants must submit an application that includes the following:**

- ☐ Cover letter with Job Announcement Number and Position Title for which you are applying, current Military Status (AGR, Technician, Traditional, Active Duty), along with contact information (i.e. Phone numbers and an e-mail address). **Required for all applications.**
- ☐ If you are unable to obtain or must substitute required documents, a detailed statement must be provided in the Application Cover letter to justify the absence. **Failure to include justification for missing or replaced documentation in cover letter will result in disqualification of Application. Documents submitted after the closing date will not be accepted.**
- ☐ NGB Form 34-1 (Application for AGR Position) dated 11 November 2013 (**must be provided even if already AGR; must be signed and dated**). Manually signed copy accepted. Digital signature may fall off when combining PDF files. Double check prior to sending packet.
- ☐ Record Review RIP (**NOT point credit summary or Career Data Brief**) complete and current. Other Service Components submit appropriate individual personnel information printout. This is used to verify AFSCs, aptitude scores, position status, time in service, time in grade, etc. This can be pulled from VMPPF. If you cannot pull contact your A1.
- ☐ All airmen will provide a satisfactory fitness test by the last day of the month (must meet this requirement by the closing date).
- ☐ Current (within 12 months) **AF Form 422**, Physical Profile Serial Report. Other Service Components submit medical documentation that includes PULHES score and if any PULHES are a "3", a statement indicating that individual is Worldwide Deployable. If you do not know where to obtain a 422 contact your Medic section. A working copy will be accepted to show the process has been started if most current 422 is not within 12 months of the closing date. This is used to verify PULHES and medical readiness.
- ☐ DMA FORM 181-E (Race and National Origin Identification) dated OCT 2006.\*

*\*The Wisconsin National Guard is an organization that values diversity and inclusion. As part of our recruitment process, we invite all job seekers interested in employment with The Wisconsin National Guard to voluntarily provide gender and ethnic information for \*Equal Employment Opportunity reporting. We do not use this self-identification information in any manner to make our hiring decisions, and whether or not you provide your self-identification information will have no impact on our review of your resume and/or application.*

- ☐ All Other Service Component applicants must have their **ASVAB** raw scores converted to Air Force ASVAB scores and include them in a letter from either a Recruiter or MEPS Counselor.

1. E-mail **SCANNED** application encrypted to AGR POCs SSG Jennifer Valencia and SrA Ryan Olson: [jennifer.r.valencia2.mil@mail.mil](mailto:jennifer.r.valencia2.mil@mail.mil) and [ryan.e.olson9.mil@mail.mil](mailto:ryan.e.olson9.mil@mail.mil)  
An email will be sent to confirm receipt of application. **Emails verifying receipt are not automatic.** Feel free to call Comm (608) 242-3720 or (608) 242-3730 to verify receipt of your packet. Scan file in as 1 PDF. Contact your unit to assist if needed.

2. Applications can also be mailed at applicant's own expense (next day mail suggested) or hand carried to: Joint Force Headquarters Wisconsin, ATTN: **WIJS-J1-AGR (AGR Army Staffing)**, 2400 Wright Street, Madison, WI 53704-2572. Do not submit application packets in three-ring binders, 2 sided, on card stock, or staple pages together. Must be received prior to closing date or it will be disqualified (do not mail out the last day job announcement is open!) Individuals may call 608-242-3720 or 608-242-3730 before job-closing date to ensure the application was received.

3. **J1 will not review the application for completion or accuracy before the closing date. The applicant is responsible to ensure that application is complete and all required documents are correct and included.** If the application is incomplete, a letter will be sent to the individual indicating the reason for disqualification. All applications submitted become the property of the Human Resources Office and will not be returned.

4. Questions regarding this announcement may be referred to AGR Army Staffing, Comm (608) 242-3718 DSN 724-3718 or e-mail [Ng.wi.wiamng.mbx.j1-internet-feedback@mail.mil](mailto:Ng.wi.wiamng.mbx.j1-internet-feedback@mail.mil)